



# Your Keys to Job Success!

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Here are the skills Michigan employers have said they're looking for:

- ❖ Dependable
- ❖ Responsible
- ❖ Honest
- ❖ Respects others
- ❖ Good listener
- ❖ Follows directions
- ❖ On time for work
- ❖ Good attendance
- ❖ Free from substance abuse
- ❖ Basic writing skills
- ❖ Basic math skills
- ❖ Basic computer skills
- ❖ Problem solving skills
- ❖ Pride in one's work
- ❖ Willing to learn
- ❖ Works well with co-workers
- ❖ Cooperates as part of a team
- ❖ Flexible
- ❖ Completes tasks on time
- ❖ Enthusiasm for work
- ❖ Follows work rules
- ❖ Treats customers well
- ❖ Uses common sense
- ❖ Shows initiative
- ❖ Accurate in one's work
- ❖ Works with minimum supervision

Counselor's Name \_\_\_\_\_

Counselor's Phone Number \_\_\_\_\_

## Michigan Rehabilitation Services

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